

CONSTITUTION OF THE

MINISTRY OF WORKS AND HOUSING

STAFF WELFARE ASSOCIATION

2018

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1. PREAMBLE

Whereas the staff of the Ministry of Works and Housing has found it desirable to organize and establish an Association to promote and seek the welfare of its members.

We the members of staff of the above Ministry do hereby adopt and give to ourselves this Constitution for the management of the ASSOCIATION.

There shall be established in the Ministry an Association to be known and called “Ministry of Works and Housing Welfare Association”

2. AIMS & OBJECTIVES

- 2.1. The aims and objectives of the Welfare Association are;
 - i. To promote solidarity and mutual cooperation among members of staff
 - ii. To assist and support members in any of the following situations:
 - a. Bereavement
 - b. Marriage
 - c. Outdooring
 - d. Illness and hospitalization
 - e. Departure or retirement.

3. MEMBERSHIP OF THE WELFARE

- 3.1. Membership of the Welfare Association shall be opened to all Civil Servants on posting, transfer, or secondment to the Ministry.
- 3.2. Any person engaged directly by the Ministry as a Civil Servant becomes an automatic member of the Association.

4. CESSATION OF MEMBERSHIP/ EXITS/ SEPARATIONS

- 4.1. Any staff on posting, transfer, resignation, retirement, incapacity or death shall cease to be a member of the Association.
- 4.2. When a staff is not interested in being a member of the Association, he/she may indicate in writing to the Executive Council for approval.
- 4.3. A member who exits or separates from the Association through postings, resignation, or retirement from the Service shall be entitled to a refund of 75 percent of his or her total contribution if he or she has not enjoyed any benefit under Article 13. In addition, such a member shall be given a parting gift.

5. GOVERNANCE STRUCTURE

- 5.1. The Association shall be governed by a five-member Executive Council and four ordinary members, who shall be elected from among members of staff at a general meeting.
- 5.2. The 5- member Executive Council shall be the:
 - i. Chairman,
 - ii. Vice-Chairman,

- iii. General Secretary,
- iv. Assistant General Secretary,
- v. Treasurer/Financial Secretary and
- vi. Four other ordinary members

- 5.3. Decisions of the Executive Council shall be arrived at by a simple majority.
- 5.4. An Executive who is on posting, transfer, resignation, retirement, incapacitated or dead shall cease to be a member of the Association.

6. TENURE OF OFFICE

- 6.1. The Executive Council shall serve a term of two (2) years.
- 6.2. The two-year term begins from 1st September and ends on 31st August of the next two (2) years.
- 6.3. After one (1) term in office, an executive member is eligible for re-election for a second consecutive term, either for the same position or for another position.
- 6.4. After two (2) consecutive terms of office, the officer will relinquish his position for others to vie for. Such an officer will become eligible to contest another election after a full term of two (2) years has elapsed.
- 6.5. Where a member is found not to be performing effectively in his/her duties, the members at a meeting will meet and pass a vote of no confidence in him/her, and the position will be occupied by his/her vice where applicable till the unexpired term is completed, or the position will be filled by an election.

7. FUNCTIONS OF THE EXECUTIVE COUNCIL

- 7.1. The Chairman
 - i. Shall convene and preside over all meetings of the Association. In his absence, the Vice-Chairman shall assume this duty.
 - ii. Shall be a signatory to the accounts of the Association, and sign all documents on behalf of the Association.
 - iii. Shall be the chief spokesman of the Association at all meetings.
 - iv. Shall see to the implementation of the Executive Council's decisions, and shall perform any other business as may be directed by the Executive Council.
 - v. Shall submit a report about the plans, decisions and activities of the Association to the Patron annually.
 - vi. Shall, in consultation with the Executive Council and Patron, nominate members of various committee's subject to the approval of the members.
 - vii. Shall be the custodian of all the Association's properties.
- 7.2. Vice-Chairman
 - i. Shall assist the chairman in the performance of his/her duties and shall perform such functions as may be assigned to him/her by the chairman.

- ii. Shall be a member of all the committees of the Association and co-ordinate the activities of these committees.
- iii. Shall act in the absence of the chairman, and shall be vested with all the powers of the chairman.
- iv. Whenever the position of the chairman becomes vacant by reason of postings, incapacity, resignation, impeachment and removal from office, the Vice-chairman shall assume office as the chairman to complete the unexpired term of the chairman.
- v. Whenever the position of the Vice-chairman becomes vacant by reason of postings, incapacity, resignation, impeachment and removal from office, elections will be held within one month to fill the vacancy.

7.3. General Secretary shall

- i. With the approval of the chairman, issue notices and agenda or details of the business to be transacted at all general meetings not less than one (1) week before the scheduled meetings.
- ii. Keep and maintain true and accurate minutes and records of all proceedings of the general assembly and council meetings.
- iii. In consultation with the chairman handle all correspondence of the Association.
- iv. Compile and maintain an official list of all members of the association.
- v. Perform any other duties as may be assigned to him/her by the chairman.

7.4. Assistant General Secretary

- i. Shall act in the absence of the General Secretary.
- ii. Shall assist the General Secretary in the performance of his duties.

7.5. Treasurer/Financial Secretary shall

- i. Keep and maintain proper books of accounts of the Fund and any other income accruing to the Association.
- ii. Collect all subscriptions and other revenues accruing to the Association.
- iii. Prepare financial statements for presentation to the general meeting and for audit purposes at the end of each term and at any other time upon request by two-thirds (2/3) majority of the general meeting within seven (7) days' notice.
- iv. Lodge all monies belonging to the Association with a designated bank and obtain receipts for all such transactions.
- v. Have custody of all the Association's cheque books and cash books.
- vi. Be a signatory to the account of the Association.
- vii. Perform any other duties as may be given him by the Executive Council or the general assembly.

7.6. Patron

- i. The Association shall have as its patron the Chief Director of the Ministry.
- ii. He/She shall be an ex-officio member of the Executive Council, and shall be a signatory to all the accounts of the Association.

- iii. He/She shall not withhold his signature after a disbursement has been approved by the Executive Council, unless there are very compelling grounds to do so.

8. COMMITTEES OF THE ASSOCIATION

- 8.1. The Association shall appoint the following Standing Committees:
 - i. **Investment Committee:** shall consist of five (5) members of the Association. The Committee will deal with all matters relating to the investment of monies accrued to the Fund. Three (3) members shall form a quorum.
 - ii. **Relief Committee:** shall consist of five (5) members of the Association and shall consider and recommend for approval by the Executive Committee all requests for relief or engagements, funerals, outdooring's etc.
 - iii. **Finance and Administration:** shall consist of five (5) members of the Association. The Committee shall exercise oversight responsibility for the running of the Association with special attention to the development and implementation of its budget, procurements, and general administration in accordance with good governance practices.

9. ALLOWANCES

- 9.1. The Chairman and other members of the Executive Council shall not be paid any allowances or remuneration during their tenure of office.

10. DISCHARGE TO THE WELFARE FUND

- 10.1. Any payment authorized by the Executive Council shall operate as a charge on the funds to be realized from establishment of the Association.
- 10.2. The funds shall also bear all the cost and expenses incurred in the administration and management of the Welfare Association.

11. MEETINGS OF THE ASSOCIATION

- 11.1. The following procedures shall be observed at all meetings of the Association;
 - i. There shall be two (2) general meetings of the Association each year, one at the beginning of the year and the other at the end of the year.
 - ii. All meetings of the Association shall be held at the conference room of the Ministry and on such date as may be determined by the Executive Council.
 - iii. At the instance of the Executive Council, an emergency meeting of members shall be convened. The Secretary shall give notice and the agenda to be discussed one (1) week prior to the meeting.
 - iv. The Secretary shall provide the agenda or details of business to be transacted at all meetings of the Association, one (1) week prior to the meeting.
 - v. A third (1/3) of the total membership of the Association shall form a quorum at all meetings including an emergency meeting.
 - vi. Any member of staff desirous of submitting, for consideration, any sort of resolution would be required to give two (2) weeks' notice to the Secretary before the date of the meeting.

- vii. Notwithstanding the above, the Executive Council may admit resolutions submitted for consideration outside the time frame given.
- viii. Any resolution passed by a majority of the staff present at any meeting of the Association after due notice has been given to all the members of staff shall be effective for all purposes.

12. FINANCES OF THE WELFARE ASSOCIATION

- 12.1. The Welfare Association shall be funded via:
 - i. Monthly contribution of **Twenty Ghana Cedis (GHS 20.00)** by members of staff. This amount shall be deducted at source,
 - ii. Appeal for funds and,
 - iii. Any other sources.
- 12.2. **Bankers:** The monies of the Association shall be placed in such Bank Accounts as the Executive Council may determine and shall operate all the banking and any other accounts.
- 12.3. **Signatories:** The following officers shall at all times act together as signatories to the account:
 - i. The Chairman
 - ii. The Treasurer/Financial Secretary and
 - iii. The Patron.
- 12.4. However, when an emergency situation arises in the absence of one (1) of the signatories, the General Secretary shall be mandated to act as a signatory by a two-thirds (2/3) majority of members present at an emergency meeting.

13. STATEMENT OF ACCOUNTS

- 13.1. The Treasurer shall read the current statement of accounts at every general meeting of members.

14. BENEFITS

- 14.1. **Loans:** The funds of the Association shall NOT be used to grant loans to members.
- 14.2. **Marriage:** The Association shall attend marriage ceremonies if members have been formally invited.
 - 9.1.1.1. Only lawfully registered marriages will be recognized.
 - 9.1.1.2. Only **one (1)** marriage shall be recognized
 - 9.1.1.3. The invitation should reach the Chairman at least two (2) weeks to the event.
 - 9.1.1.4. The Executive Council shall arrange one vehicle for members who wish to attend.
 - 9.1.1.5. The total cost of transportation to the ceremony shall be borne by the Ministry.
 - 9.1.1.6. A cash donation of **GHS 250.00** and a gift parcel not less than **GHS250.00** shall be made on behalf of the Association.

14.3. Bereavement

- i. A member who is bereaved would be required to write formally to the Association at least two (2) weeks to the funeral.
- ii. Funerals that shall concern the Association are:
 - a. Employee
 - b. Legitimate spouse,
 - c. Children and
 - d. Mother/father.
- iii. The names of these relatives shall be entered on the Personal Record Forms completed by each member of staff on appointment.
- iv. The cost of transportation to the funeral shall be borne by the Ministry.

15. FUNERAL DONATIONS

15.1. The various funeral donations that shall be made by the Association are;

i. Employee	-	GHS 1,000.00
ii. Legitimate Spouse	-	GHS 500.00
iii. Child	-	GHS 500.00
iv. Father/Mother	-	GHS 500.00

15.2. In all cases, a Death Certificate shall be submitted to the Executive Council for verification before payment is made.

15.3. The Executive Council shall decide in consultation with the surviving spouse how to make the donation to the bereaved family.

16. OUTDOORINGS

16.1. No outdooing shall be recognized if members are not invited to the ceremony.

16.2. Invitation to an outdooing should reach the Chairman at least one (1) week to the event.

16.3. The Association shall recognize and attend only two (2) outdooing of children from the recognized spouse.

16.4. Donation on each occasion shall be – **GHS 300.00**

17. ILL-HEALTH

17.1. The Executive Council shall determine the severity of each case in consultation with the Heads of Directorates, a recognized/government approved Medical Officer and award benefits accordingly.

17.2. The Ministry shall ensure that all staff have access to the National Health Insurance Scheme (NHIS) for the purposes of medical treatment.

17.3. Depending on the severity of the illness, staff shall receive an amount ranging from **GHS500.00 – GHS1000.00** as medical subsidies from the Association for illnesses not covered by the NHIS.

17.4. Severe illnesses or accidents that result in the incapacitation of staff shall be paid **GHS1,000.00**.

18. STAFF ACCOMODATION

18.1. The Executive Council should ensure that all staff of the Ministry are allocated government residential accommodation.

19. PARTING GIFTS

19.1. A staff retiring after a period of service will be given a parting gift of **GHS 200.00** multiplied by the number of years of contributing to the Fund.

19.2. The above provision will not apply when a member of staff has been dismissed, or has resigned without giving proper notice.

20. ANNUAL AUDIT

20.1. The Executive Council shall maintain Books of Accounts

20.2. The Books and Accounts of the Association shall be audited each year by the Auditors.

20.3. Copies of the Audited Accounts shall be sent to every member of staff twenty-one (21) days before the meeting at which the Accounts are to be considered.

20.4. The Audited Accounts shall be discussed and approved at the General Meeting of members.

20.5. The Financial year of the Association shall end on the 31st of December of each year.

20.6. The Auditors of the Association shall be the Auditors of the Ministry.

21. REVIEW OF BENEFITS

The Executive Committee may review the rates stated therein as benefits by taking into consideration the general economic conditions, peculiar situation of the beneficiary(s) as well as the inflow of the expected resources into the Fund.

22. AMENDMENT

The Constitution is subject to amendment and shall be so amended by 2/3 majority of members present and voting after notice to that effect has been publicly displayed on the Office Notice Board for a minimum of two consecutive weeks.

23. FINAL AUTHORITY

The Final Authority of the Association shall reside in the members of the Association, for whose welfare the powers of the Executive Committee and all other Committees and sub-committees are to be exercised in the manner and within the limit laid down in this Constitution.

24. DISPUTES

Any dispute arising out of the Association's activities shall first be referred to the general meeting for settlement. Any party aggrieved by the outcome of such settlement shall however, have the right to appeal to the Head of the Ministry.

25. DEFINITIONS

For clarity and avoidance of doubt, in this Constitution,

- a. Bereavement as captured under Article 2, Section 2.1(a) and 13 means, death of parent (mother/father), spouse, child.
- b. Illness / hospitalization means, indisposition or disease affecting the body and mind (socio-economic wellbeing).